



MANAGEMENT ASSISTANT PROGRAM CITY MANAGER'S OFFICE

The City of San Antonio's Human Resources Department is currently accepting requests from employees who wish to participate in the Management Assistant Program in the Office of the City Manager. A description of the program and application instructions are outlined below.

INTRODUCTION

This program is designed for professional, managerial or administrative personnel who will be assigned to work with an Assistant City Manager.

The City Manager's Office needs qualified individuals to assist in the following areas:

- Review and analyses of various proposals and projects.
- Monitoring and tracking the status of special projects, priorities and Council inquiries.
- Liaison support on special projects.
- Preparation of reports and correspondence as needed.
- Special assignments.
- Assist in monitoring budgets, performance measures and day to day issues for the work team consisting of the Community Initiatives, Environmental Services, Health, Human Resources, International Affairs, Library, Parks and Recreation Departments.

In addition to providing service to the City Manager's Office, this program offers an excellent opportunity for personal and professional growth. The individual selected for this position will have an opportunity to gain valuable experience which should aid in preparing for future career advancement opportunities.

PROGRAM

The following outlines the steps of the program:

1. The employee to be considered for temporary assignment to the City Manager's Office must:
 - (a) have been a City employee for at least two years.
 - (b) have a Bachelor's degree with at least one (1) year of experience in management, administration, research or any field related to the assignment. Master's Degree desirable.
2. An "Employee Profile Form" will be completed by those individuals interested in serving. The profile will reflect the requirements included in item 1) and any other qualifications applicable to the assignment. Each individual will attach a resume to the profile.
3. Any employee applying for this position must have a written evaluation and recommendation from their Department Director.
4. Prior participation in the City's Leadership Development Program will be considered a plus.
5. The duration of the assignment to the City Manager's Office will be from 12 to 24 months. A formal evaluation of the employee's performance will be prepared for the period of the assignment. This evaluation may be used in conjunction with the regular performance appraisal.
6. The home department may fill the vacated position through normal recruitment and selection procedures. Therefore, it is the responsibility of the employee to pursue promotional opportunities prior to the completion of the program.

SELECTION PROCESS

The process to be utilized in the selection of the individual to participate in the Management Assistant Program is as follows:

1. Applicants may obtain the Employee Profile Form from the Recruitment and Support Division, Human Resources Department.
2. Applicants will develop a statement which indicates their reason for seeking this assignment. This statement should not exceed one typewritten page.
3. Applicants should submit the Profile Form, resume and statement to the attention of Norma Hampfl in the Recruitment and Support Division, Human Resources Department, no later than: **August 18, 2006, 5:00 p.m.**
4. The City Manager's Office will review the Profile Forms and resumes.
5. The Recruitment and Support Division will schedule interviews at the request of the City Manager's Office.
6. The City Manager's Office will utilize a panel to assist with the initial interviews. The City Manager's Office will make the selection.

**CITY OF SAN ANTONIO
MANAGEMENT ASSISTANT PROGRAM
EMPLOYEE PROFILE RECORD**

NAME	
DEPARTMENT	
CURRENT POSITION TITLE	
RANGE	
STEP	

BRIEFLY COMPLETE THE FOLLOWING:

WORK EXPERIENCE:

EDUCATIONAL BACKGROUND:

EMPLOYEE PROFILE RECORD – PAGE TWO

OTHER QUALIFICATIONS

SIGNATURE OF APPLICANT	DATE
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TO BE COMPLETED BY DEPARTMENT DIRECTOR:

(1) BRIEFLY EVALUATE THE JOB PERFORMANCE OF THE INDIVIDUAL.

(2) MAKE ANY ADDITIONAL COMMENTS.

DEPARTMENT DIRECTOR	DATE
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